

**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
NOVEMBER 5, 2018
Regular Town Council Meeting
APPROVED MINUTES**

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:32 p.m.

Present: Mayor Donald Trinks, Deputy Mayor Jody Terranova, Councilor Nuchette Black-Burke, Councilor James Govoni, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Councilor Michael Tustin and Councilor Kenneth Wilkos

2) PRAYER

Councilor McAuliffe offered a moment of silence for the victims of the Pittsburgh synagogue shooting that occurred on October 27, 2018.

3) PLEDGE OF ALLEGIANCE

Councilor McAuliffe led the group in the pledge of allegiance.

4) PROCLAMATIONS AND AWARDS – None.

5) PUBLIC COMMUNICATIONS AND PETITIONS

Karen Hatcher, 7 Pheasant Run, stated that the MDC has set a meeting for Monday, November 19, during which they will consider implementing an economic development rate for high-volume single-meter users. The new rate would provide discounts to single-meter users who consume over 600,000 gallons per day. For any amount over 600,000 gallons, the rate would not be based on consumption, but on sewerage discharged. Per MDC records there is likely only one customer that would meet the criteria, the Niagara bottling facility. Ms. Hatcher asked if MDC representatives notified the Town Council or Town Manager about this and if any cost justification or financial analysis had been done. She also wondered if the town as a whole would be affected if the new rate is implemented.

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Board of Education (BOE)

Maryam Khan, Secretary, reported the following:

- The Board of Education welcomes new member Ayana Taylor was sworn in on October 16th, 2018. She replaced Nuchette Black-Burke who is now serving on the Town Council.

- The Connecticut Association of Boards of Education (CABE) notified the BOE that Leonard Lockhart has achieved the level of Certificated Board of Education member and the CABE Board Member Academy for the 2017-2018 school year. He is one of nine board members across the state recognized for their participation in numerous hours of board-related professional development activities. A board member must accumulate at least 20 credits to become a certificated member. Areas of study focus on developing leadership skills as they apply to governance.
- The BOE received notice from CABE that the district has won a Bonnie B. Carney Award of excellence in educational communications. The district will be recognized under the social media category for its Twitter feed at the CABE Convention in November.
- The Windsor High School Honors choral group directed by Tracy White will perform at the CABE Convention on Saturday, November 17. The group of 35 students was selected from a large group of entries from across the state.
- The BOE will also be recognized at the CABE Convention for the Board Leadership Award, where the board had to prove accomplishments in either 22 or 34 level criteria. A photo of the BOE with CABE Commissioner Dianna Wentzell will be taken at the convention.
- The Windsor Public Schools Annual Service Award Convention was held on October 25 at the Windsor Marriott. The district recognized employees with 10 years of experience and every 5-year increment afterward. Donna LaPointe, Senior Accounts Payable Coordinator, was honored for her 45 years with the district. The BOE thanked Mayor Trinks and his wife along with Councilor Govoni for attending the event.

b) Windsor Housing Authority

Elizabeth Kenneson, Chair, spoke about the duties of the housing authority to provide safe, decent, and affordable housing to the elderly and disabled citizens of Windsor. This agreement established board of commissioners who set policy, budget, and direct operation of housing authority through the Executive Director. Urleen Naughton was hired as the new Executive Director in July. The Windsor Housing Authority consists of five commissioners appointed by the Town Council, each serving five year terms and one of whom must be a tenant.

Ms. Kenneson noted that the waiting list is open and also encouraged landlords to consider going through the process to receive Section 8 tenants. Governor Malloy approved \$55,000,000 toward advancing the development of affordable housing across the state, \$4,385,000 of which is going toward Millbrook Village.

The Department of Housing will provide approximately \$3,407,000 for the conversion of five efficiency apartments to one-bedroom units. The project also includes repaving the parking lot, community room upgrades including a new generator, electrical panels in units, replacement of walkways, installation of new roofing, gutters, vinyl siding, energy star windows,

removal and fill of wall air conditioning sleeves, LED upgrades to site and unit lighting, replacement of water heaters, replacement of fire alarms and call for aid systems, new kitchen cabinets, bathroom upgrades, unit flooring upgrades, and unit painting. The project leverages approximately \$55,000 in energy rebates and \$100,000 of owner reserves.

There were no questions from the council.

Ms. Kenneson then thanked Councilor O'Reilly and the Personnel Committee for filling the previous vacancy and hopes they can now fill the other.

c) Wilson/Deerfield Advisory Committee

Al Bingham, Chairperson, gave an overview of the committee which advises the town on planning and promoting enhancement efforts in the Wilson/Deerfield area. The Committee is supposed to consist of nine voting members; there are currently seven appointed members and two vacancies. Regularly scheduled meetings are bi-monthly.

This year a number of topics were discussed including a report from the Windsor Police Department pertaining to winter parking bans and traffic regulations, demographic changes to the neighborhood since 1990, and revisions to the by-laws. Although the appointment of new members last year allowed the committee to hold more meetings than the previous two years, the committee continued to have difficulty meeting a quorum and has had to cancel a number of scheduled meetings. The committee hopes to address this problem partly through sending text message reminders about meetings.

Councilor McAuliffe asked if communication is the main issue for not reaching a quorum or if there are other issues at hand. Mr. Bingham responded that there is a calendar of meetings and the schedule is finalized in advance so that everyone is made aware, but there continues to be issues reaching a quorum. Councilor McAuliffe asked if a smaller commission would make it easier. Mr. Bingham responded that they are going to look at the by-laws and then come back with a recommendation to the council in order to continue to have meetings and accomplish committee goals.

Councilor Black-Burke also wondered if a smaller commission would help reach a quorum. Councilor Black-Burke continued by asking what ideas the committee had to gain input from the Wilson/Deerfield cross section of town? Mr. Bingham stated that the library is a big draw, trying to address community life issues such as traffic and overnight parking. Mr. Bingham established that the committee wants to hear and address community issues whenever possible so that people want to live and remain in the Wilson/Deerfield area. Councilor Black-Burke recognized that several new businesses have moved into the Wilson/Deerfield area and wondered if any outreach ideas could be made towards the patrons of those businesses. Councilor Black-Burke stated that she is fond of that area as it is close to where she grew up in town. Mr. Bingham responded that the committee may need to look into extending specific invitations to get more commercial involvement. Mr. Bingham concluded that the committee aims to continue to promote the Wilson/Deerfield area as a great area to live and work.

Councilor Govoni thanked Mr. Bingham for chairing the committee, saying that the Wilson/Deerfield area of town is a vibrant community and asked Mr. Bingham to keep the council informed of any way it can help in the future.

7) TOWN MANAGER'S REPORT

Mill Brook Open Space Steering Committee – Public Meeting

Please join the Mill Brook Open Space Steering Committee on Thursday, November 8 at 7:00 PM to hear an overview of the draft land management plan for the 95 acre parcel. Your thoughts and ideas on the overall mission, guiding principles, and land management plan are welcome. The meeting will be held at Town Hall starting at 7:00 PM. Attached is the link to the draft plan. <https://townofwindsorct.com/app/uploads/2018/11/Mill-Brook-Open-Space-Draft-Report.pdf>

The committee expects to complete their report this month and then present the proposed plan to the Town Council.

Veteran's Day Observance

The Town of Windsor's Veteran's Day Observance will be held on Sunday, November 11th, at 7:00 PM in the Council Chambers at Windsor Town Hall, 275 Broad Street. The main speaker for the event will be Captain Stephen R. Sarnoski, retired from the Judge Advocate General's Corps, United States Navy (the branch, or specialty of a military concerned with military justice and military law. Officers serving in a JAG Corps, are typically called judge advocates.) In addition to the main speaker, the Windsor High School Band will perform, and Windsor Scout Troop 149 and the Windsor High ROTC will be presenting the flags. The public is welcome to attend. For more information, call 860-285-1835.

Property Revaluation Timeline

Staff is continuing with the State-mandated property revaluation process. Field work has been completed and real estate valuation notices will be mailed to property owners in late November.

There will be an opportunity for informal hearings in December. Property owners will have the first three weeks of February to submit a formal appeal. Formal appeal hearings will be held in March.

School Security Grant

Superintendent Cooke has informed me that the school district is eligible to apply for a State School Security Grant. School staff is evaluating possible projects and working to prepare an application.

It is my understanding the Superintendent will be presenting the project to the Board of Education later this month. The grant requires a local match and the local funding authorization needs to be part of the application process. This is similar to the process used several years ago under the same grant program.

If the Board elects to move forward with the application, I anticipate the funding request to be presented to Town Council on November 19. The grant is due December 4th.

Winter Parking Rules

From November 15 to April 15 of each year, there is no parking on Windsor streets between the hours of 1:00 AM and 6:00 AM.

Also, there is no parking on any street during a snow or ice storm that has been in progress for 1 hour or more. Residents are asked to not leave your vehicle on the street in such a position that it impedes snowplowing operations or the free flow of traffic.

Don't forget that there is a town ordinance that requires property owners to clear sidewalks (and fire hydrants if there is one on your property) within 12 hours after a storm.

Public Flu Vaccination Clinic Saturday December 8th, 2018

December 2 – 8 is National Influenza Vaccination Week. The Windsor Health Department will be participating in the Connecticut Department of Public Health 2018 Influenza Vaccination Campaign by offering a vaccination clinic to the public on Saturday, December 8 at the Windsor Town Hall, 275 Broad Street, from 9:00 AM – 12:30 PM for anyone 5 years old and up. If you have not received your flu shot by the first week in December, it's not too late with our flu season continuing into May. For those who will be attending the clinic, please bring your insurance card(s) with you. If you do not have insurance, the flu shot is FREE. The consent form can be found on the Town of Windsor's Health Department web site for you to complete and bring with you to the clinic. For questions, please call the Health Department at 860.285.1824.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly reminded citizens to go out and vote tomorrow.

Councilor Wilkos – None.

Councilor Black-Burke asked citizens not only to go out and vote, but to bring someone with them like a neighbor or friend, to ensure everyone gets to the polls tomorrow.

Councilor Govoni reminded everyone that Daylight Savings time is a good time to check safety devices around the home such as carbon monoxide and smoke detectors. He noted that we are getting into the heating season and recommended that those using alternative heat, wood/pellet stoves, and fireplace inserts make sure their chimneys are all set and clean for the season. He then told citizens to have a safe winter.

Councilor McAuliffe notified citizens that it's not too late to register to vote saying that citizens can still register in town hall tomorrow and vote the same day. He advised citizens to vote and bring friends.

Councilor Tustin –None.

Deputy Mayor Terranova reminded citizens to vote and stated that there have already been two flu deaths in the state. She stated that 80% of flu deaths last year were people who were not vaccinated and that vaccination is a simple way to reduce the number of flu deaths that occur.

Councilor Jepsen attended the Windsor High Hall of Fame Inauguration dinner last Friday at the Windsor Marriott. He spoke about the inductees who shared inspirational stories such as the 1964 state champion golf team that went 29-1 over a 3-year period. The Hall of Fame Committee will be looking for nominations for next year's class.

Mayor Trinks encouraged citizens to get their flu shots and stated that there is no need for preventable death. Then Sharon Enot, Town Nurse, Health Department, administered flu shots to Mayor Trinks and Councilor McAuliffe. Sharon Enot then came forward to explain that the flu is caused by viruses and the best way to protect yourself is to receive a flu shot. Ms. Enot stated that they gave over 200 shots at the recent clinic and that she has been going around to various town departments to administer them as well. She would like to get everyone vaccinated before the holidays as there have been 22 hospitalizations so far this year and 80,000 total deaths last year. She asked citizens to make sure to wash their hands often during flu season and wished everyone a healthy winter.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee – Councilor O'Reilly stated that there were no recent meetings but there are still many vacancies on various boards and committees. He asked citizens to please take the opportunity to volunteer and to consult the town website, town manager, or town council members for more information on openings.

Health & Safety Committee – None.

Finance Committee – None.

Special Projects Committee – None.

Town Improvements Committee – None.

Teacher Negotiations- Councilor Jepsen reported on teacher negotiations stating that an agreement had been reached. The union voted to approve the agreement, and it is pending BOE action at their regular meeting this month. They are hoping to avoid binding arbitration.

10) ORDINANCES – None.

11) UNFINISHED BUSINESS

- a) Approve amendments to the Price Guide for Northwest park facility rental fees

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the proposed amendments to the Northwest Park Facility Fee Schedule be adopted as presented.

Town Manager Souza reminded the council of the fee schedule presentation that took place during an August meeting and noted that staff from the park was in attendance if there were any outstanding questions.

Councilor Jepsen noted that many of these fees haven't been changed in 10 years so benchmark research was conducted among surrounding towns and it was time for an increase. He supported the proposed fees and did not think the park would be overcharging.

Motion Passed 9-0-0

12) NEW BUSINESS

a) MDC presentation on Clean Water Project and Integrated Plan

Town Manager Souza introduced the project and then turned it over to Joe Laliberte, consultant from CDM Smith who was there with MDC staff.

Mr. Laliberte introduced the project and presented a slideshow to explain the primary benefits of integrated planning, especially the ability to:

- better prioritize existing infrastructure repair in all eight member towns;
- control annual spending by spreading it out over larger time periods;
- addressing the aging sewers sooner, before they fail;
- reducing and stabilizing projected Ad Valorem increases for town budget planning; and
- meeting Clean Water Project objectives: CTDEEP CSOs, USEPA Consent Decree; compliance- SSOs, reduce nitrogen discharged to Connecticut River.

Councilor Jepsen noted that a third of Windsor residents do not have the Clean Water Project Charge and Mr. Laliberte confirmed that the figures presented do not include those residents without the charge.

Councilor Jepsen asked about the financing of the new project compared to the two other referenda totaling \$1.6 billion. Mr. Laliberte spoke about the timeline for paying off the previous bonds that fall under the Clean Water project. Chris Stone, Assistant District Counsel for the MDC, stepped forward to explain further, saying that at some point a third referendum should be anticipated, but the MDC can issue bonds up to \$20 million, which would finance many of the smaller projects that Mr. Laliberte referenced. Mr. Stone noted the complexity of the project but stated that this project will be beneficial to both rate-payers and towns. He offered to return at another time as conversations about the project continue.

Mayor Trinks turned consideration over to the Finance Committee to discuss at their next meeting. Mr. Stone offered to participate in that meeting as well to provide more detail.

b) Approve appropriation of \$13,000 from the Capital Projects Fund for design of Northwest Park Nature Center Improvement project

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to approve an appropriation of \$13,000 from the Capital Projects Fund Assigned Fund to fund design and engineering costs associated with the Northwest Park Nature Center and Lang House Improvement project and that the project be referred to the Public Building Commission for oversight.

Paul Norris, Recreation Director, presented the following:

The 2019 Capital Improvements Program includes an improvement project for the Northwest Park Nature Center and Lang House. The project would add more indoor storage space and replace the existing siding of the nature center as well as provide new windows and a new porch roof for the Lang house. \$13,000 is being requested to fund the design and engineering of the nature center portion of the project. This would include resolving some structural issues with the current nature center and designing the addition where the storage area will be.

Councilor Govoni expressed concerns about the total cost and being able to do the project correctly once the work begins. Town Manager Souza replied that this portion of the project, the design and planning phase, will allow for a more accurate scope of the work and total cost. Town Manager Souza anticipates bringing the project funding request back in January or February once the design work is complete.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS – None

14) MINUTES OF PRECEEDING MEETINGS

- a) Minutes of the October 15, 2018 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Councilor Black-Burke to approve the unapproved minutes of the October 15, 2018 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS – None.

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to enter into Executive Session at 8:53 p.m. for discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee (Town Manager's evaluation).

Motion Passed 9-0-0

16) EXECUTIVE SESSION

Present: Mayor Donald Trinks, Deputy Mayor Jody Terranova, Councilor Nuchette Black-Burke, Councilor James Govoni, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Councilor Michael Tustin and Councilor Kenneth Wilkos

Staff: Peter Souza, Town Manager

Town Manager Peter Souza left Executive Session at 9:05 p.m.

MOVED by Councilor O'Reilly, seconded by Councilor Wilkos to exit Executive Session at 9:37 p.m. and to re-enter the regular Town Council session.

Motion Passed 9-0-0

17) ADJOURNMENT

MOVED by Councilor Wilkos, seconded by Deputy Mayor Terranova to adjourn the meeting at 9:38 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Erin Rand
Clerk of the Council